

APPENDIX I (CONTD)

RTI Application in connection with Encroachment of Public Lands

APPENDIX

Sample I with Sar

To
The Public Information Officers
(Address of the Public Authority)

To
The Public I
(Address of

Sub: Application under the RTI Act, 2005

- (A) Name of Applicant
(B) Address of the Applicant [Give address from where you would like to correspond with the PIO]

- (A) Name of
(B) Address o

Sir,

Sir,

Please provide following information regarding encroachment on public lands.

I seek follow
house falls (Gi

- (1) The size of public land in _____ area on which encroachment has been done.
- (2) The nature of encroachment.
- (3) Whether this encroachment is in the knowledge of the authorities and since when? If yes, then the steps taken to remove it till now may be indicated.
- (4) Provide the names, designations and contact details of the officials who are supposed to remove these encroachments.
- (5) As these officers are responsible for removal of encroachments and they have failed to do it so far, information regarding action taken against them be indicated.

- (1) List of all
beat.

- (2) Copy of :

- (3) Mention
geograph

- (4) Provide t
that of th

- (5) Followin
House N

- (6) As per yo
against tl

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____.
If you feel that the above requested information does not pertain to your department, then please follow the provisions of Section 6(3) of the RTI Act to transfer the application within 5 days of receipt.
Also, as per the provisions of the RTI Act, 2005 please provide the details (name and Designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

I have subr

If you feel
follow the pro
within 5 days

Thanking you.

Signature: _____
Name: _____
Postal Address: _____

Date: _____

Enclosed:

IPO/Challan/DD No. _____

APPENDIX I (CONTD)

Sample RTI Application in connection with Sanitation Services

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address of the Applicant [Give address from where you would like to correspond with the PIO]

Sir,

I seek following information with respect to the sanitary conditions of the beat in which the following house falls (Give address of the house):

- (1) List of all the Safaiwallas and sanitation officials along with their contact number working in this beat.
- (2) Copy of attendance register for this beat for the month of _____.
- (3) Mention against each Safaiwallah his functional job responsibilities with demarcation of specific geographical area.
- (4) Provide the names, addresses and contact number of the supervisory officials in this beat including that of the Sanitary Superintendent.
- (5) Following Streets _____ adjoining House No. _____ to House No. _____; House No. _____ to House No. _____ are not being cleaned regularly.
- (6) As per your departmental rules, who all are responsible for this. Action taken/proposed to be taken against them be indicated.

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____.

If you feel that the above requested information does not pertain to your department, then please follow the provisions of Section 6(3) of the RTI Act and transfer the application to concerned department within 5 days.